



White Earth Reservation Tribal Council

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CHAIRMAN
Terrance Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Character, Leadership & Service Coordinator

Location: Rice Lake Club

Pay: \$15.57/hr.

Benefits: Full

Open: 03-19-18

Close: 03-23-18

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for planning, implementing, supervising and evaluating all Character, Leadership & Service programs throughout the Boys & Girls Club.

- Responsible for the supervision and to carry out youth activities that promote character development, leadership skills and civic responsibility.
- Contribute to the planning and implementation of the Boys & Girls Club program goals and objectives.
- Responsible for maintaining and managing daily operations of Boys & Girls Club facilities.
- Crates and completes reports to comply with required agencies (internal and external).
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Education department and the Boys & Girls Club Organization.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.
- Ability to effectively communicate, orally and in writing with co-workers, staff and administration.
- Ability to motivate, organize and supervise youth in a safe environment.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.

Qualifications:

- High School Diploma or GED and a minimum of one (1) year experience in working with youth or youth programs.
- CPR Certification, First Aid and Life Guard certification or ability to obtain upon date of hire.
- Valid Driver's License and insurance for travel between sites and other related businesses.
- Must be able to pass a drug screening at hire and throughout the year.

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.